



September 21, 2011

**Karen Dial**  
H.B. Drollinger Co.  
President

**John Ruhlen**  
Ruhlen & Associates  
Secretary

**Miki Payne**  
H.B. Drollinger Co.  
Treasurer

**Sander de Wildt**  
CB Richard Ellis

**William F. Allen**  
HFF Ltd.

**Heather Lemmon**  
The Real Estate Consultants  
LB Property Management

**Donald R. Duckworth**  
Executive Director

Ms. Miranda Paster  
Office of the City Clerk  
City of Los Angeles  
City Hall, Room 224  
200 North Spring Street  
Los Angeles, CA 90012

RE: Westchester BID Invoice for Assessment Funds

Dear Ms. Paster:

Pursuant to Agreement #C112337 (City Council File No. 05-0367), the Westchester Business Improvement Association (WBIA) hereby requests payment of \$21,595.16 as detailed below:

Agency Account #18883

County Remittance Received on 07/20/2011 \$ 21,595.16

Available for Reimbursement \$ 21,595.16

I certify that: the payment requested will be expended in accordance with the provisions of the Management District Plan for the Westchester Business Improvement District; that I represent the WBIA; and, that I am authorized to make this request on behalf of the organization.

Please electronically transfer this payment to "Westchester Business Improvement Association." The appropriate banking information is on file in the City Clerk's Office.

Sincerely,

Donald R. Duckworth  
Executive Director

CC: Rick Scott, Office of the City Clerk  
Paul Makowski, Office of the City Clerk  
Rosemarie Hinkson, Office of the City Clerk  
Accounts Payable / Special Assessment Section, Office of the City Clerk